Email Migration Manual
(For Outlook Express 6)

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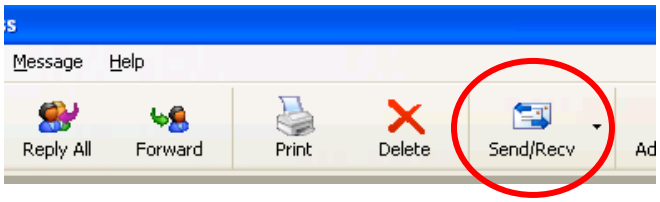
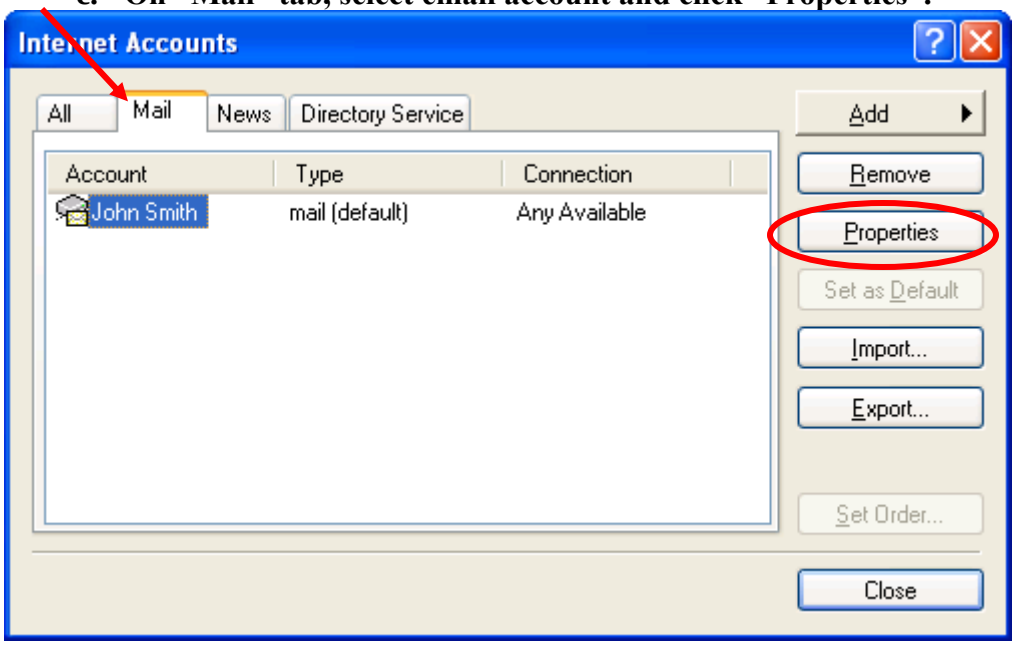
1. How to Change POP3/SMTP Setup for Outlook Express

a. On the toolbar, click "Send/Receive" button. This step is necessary to make sure all messages are downloaded from the old server before switching to the new server. (No messages may be downloaded if your inbox is up-to-date)



b. Once Send/Receive is complete, go to Tools → Accounts…

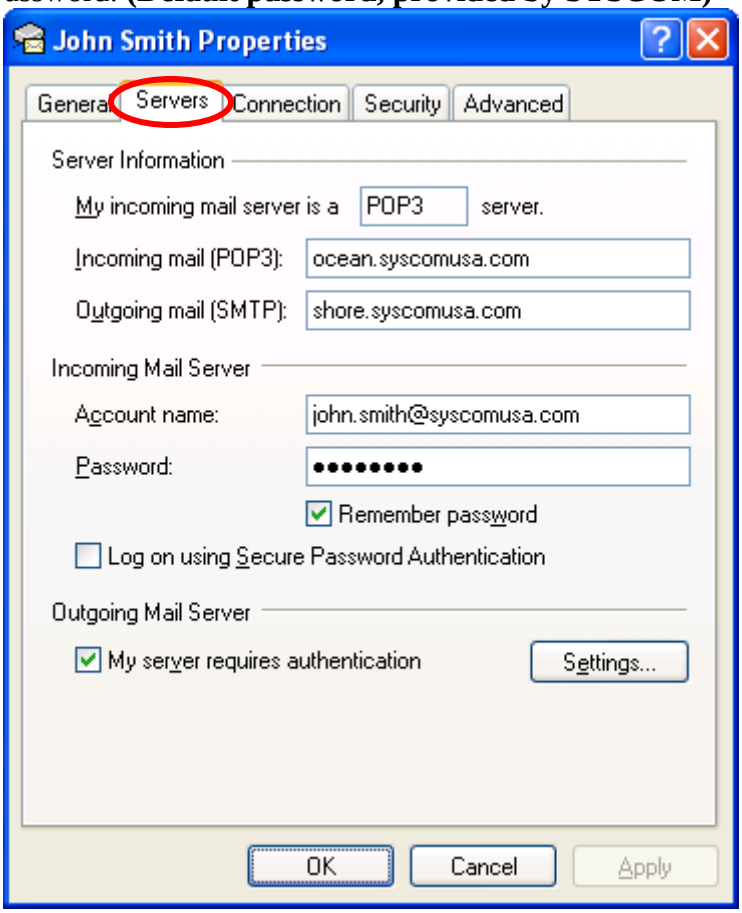
c. On "Mail" tab, select email account and click "Properties".



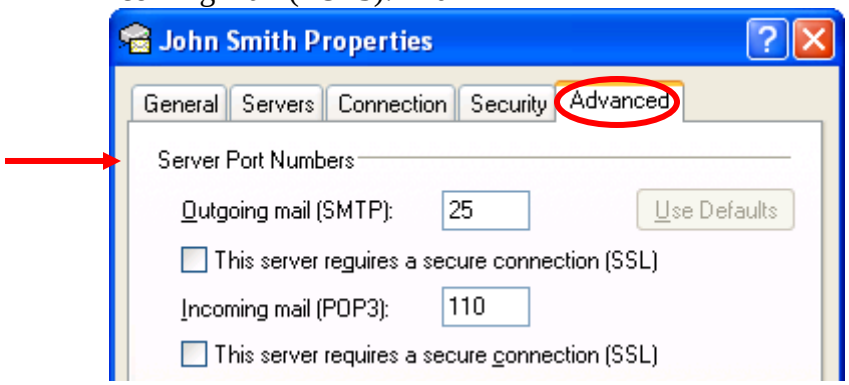
d. Select "Servers" tab.
Make changes to the following items:
(other items should stay the same)

[Server Information]
Incoming mail (POP3): **ocean.syscomusa.com**
Outgoing mail (SMTP): **shore.syscomusa.com**

[Incoming Mail Server]
Password: **(Default password, provided by SYSCOM)**

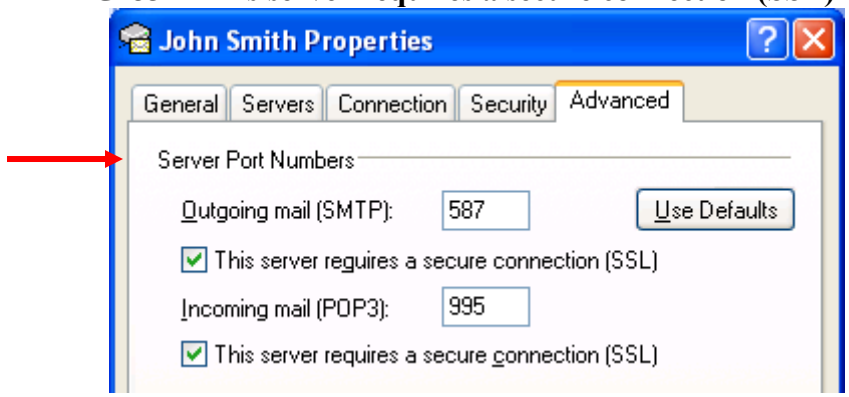


e. **Select "Advanced" tab.**
Server Port Numbers:
Outgoing mail (SMTP): **25**
Incoming mail (POP3): **110**



OR

(Using SSL connection) *more secure
Outgoing mail (SMTP): **587**
Check **"This server requires a secure connection (SSL)"**
Incoming server (POP3): **995**
Check **"This server requires a secure connection (SSL)"**

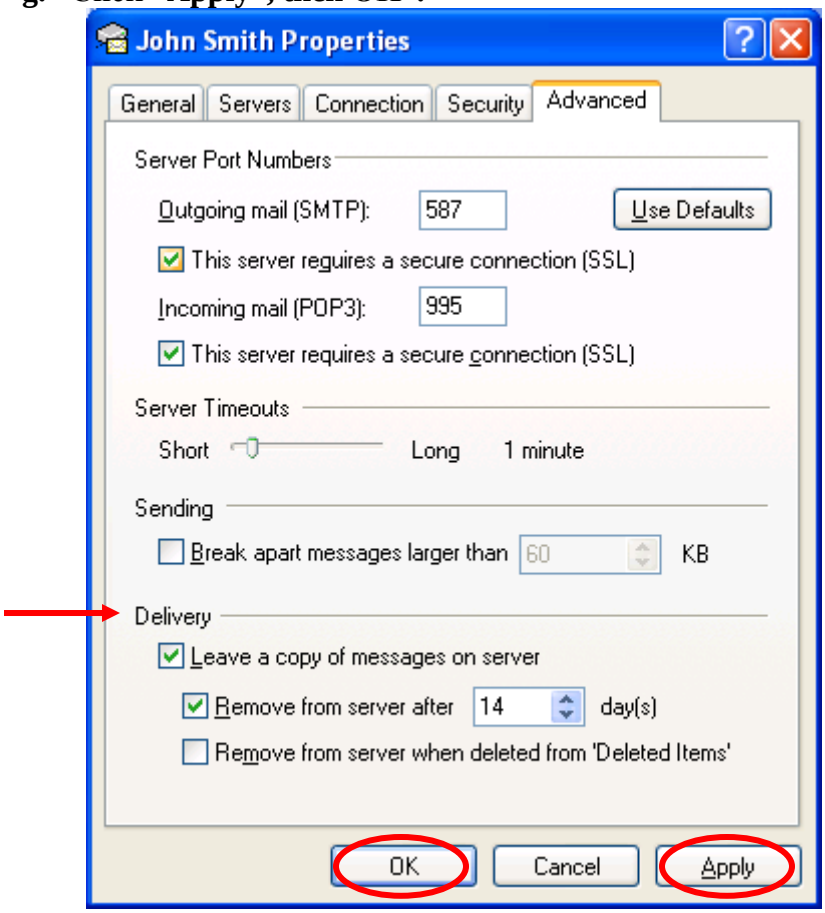


Note:
Ports 110/25: for regular POP/SMTP
Ports 995/587: for secure POP/SMTP (encrypted communication)

f. Under "Delivery", check "Leave a copy of messages on server". (Default setting for "Remove from server" is 14 days)

If you do not want to leave a copy of messages on the server, uncheck this option.

g. Click "Apply", then OK".



2. How to Login to Webmail

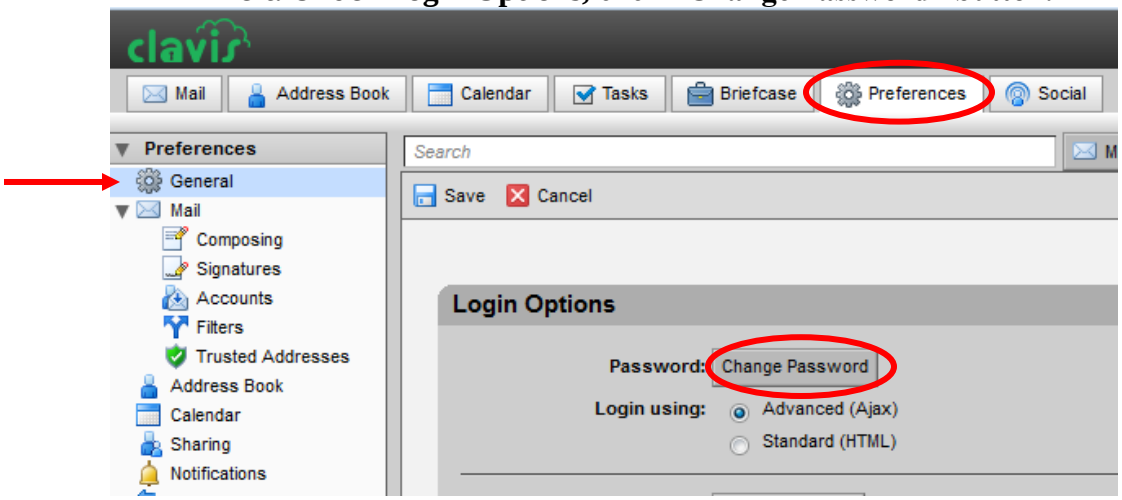
a. **URL: https://ocean.syscomusa.com**
Username: (Your email address)
Password: (Your password for email address)

b. **Click "Log In"**

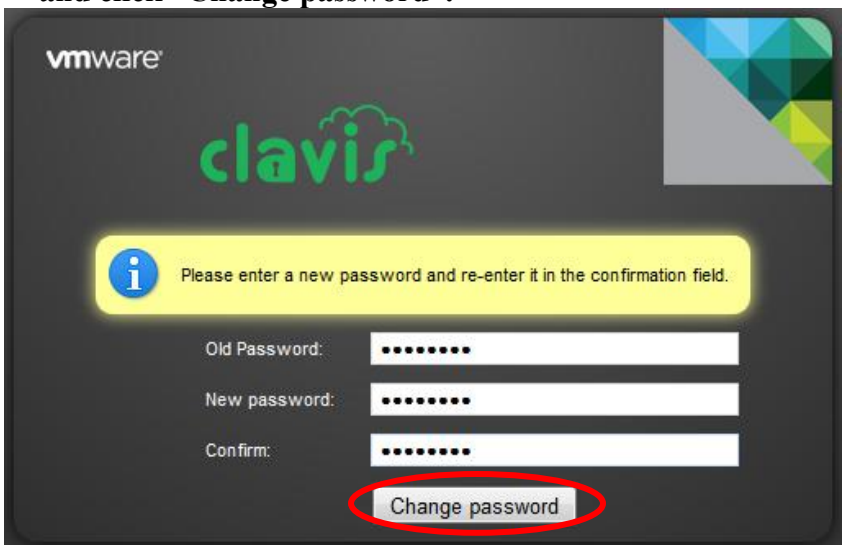
3. How to Change Default Password

a. Login to webmail (refer to Section 2: How to Login to Webmail)

b. Select "Preferences" tab from the top, and then "General" from the left. Under Login Options, click "Change Password" button.



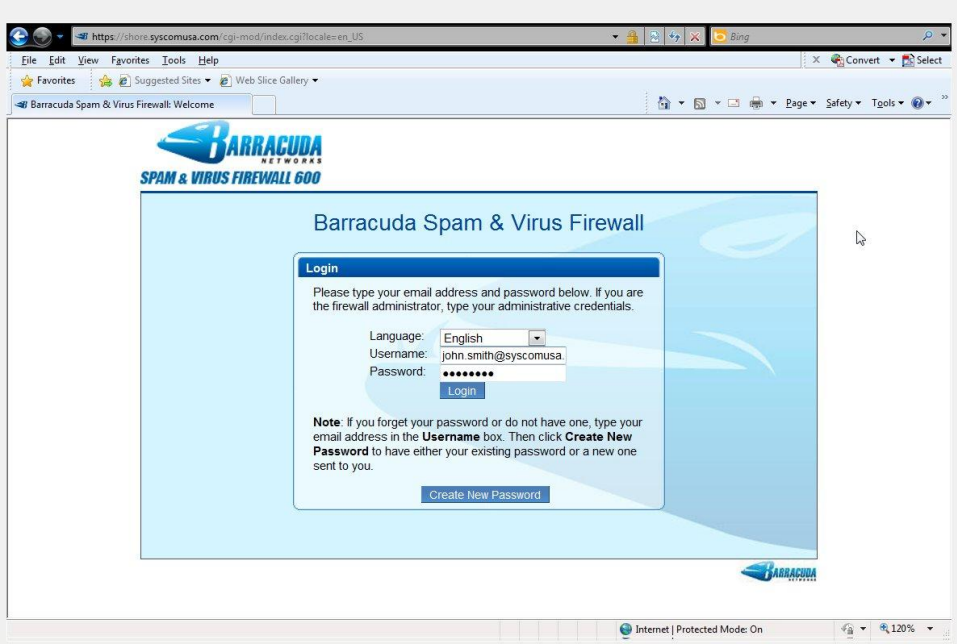
c. Change password window will open. Type in requested information and click "Change password".



4. How to Manage Spam Filter

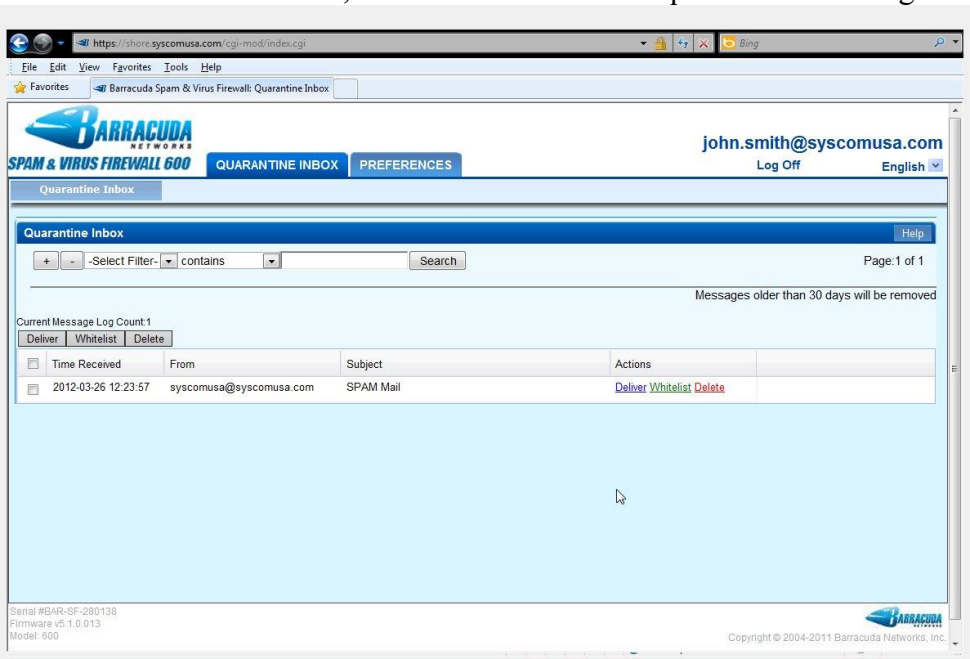
a. Login to Barracuda Spam & Virus Firewall

URL: ***https://shore.syscomusa.com***
Username: (Your email address, ex. john.smith@seilusa.com)
Password: (Your email password)
Then click "**Login**"


Barracuda Spam & Virus Firewall: Welcome
SPAM & VIRUS FIREWALL 600
Barracuda Spam & Virus Firewall
Login
Please type your email address and password below. If you are the firewall administrator, type your administrative credentials.
Language: English
Username: john.smith@syscomusa.
Password:
Login
Note: If you forget your password or do not have one, type your email address in the Username box. Then click Create New Password to have either your existing password or a new one sent to you.
Create New Password

b. Using the Quarantine Interface

Select to "**deliver**", "**whitelist**" or "**delete**" quarantined messages.



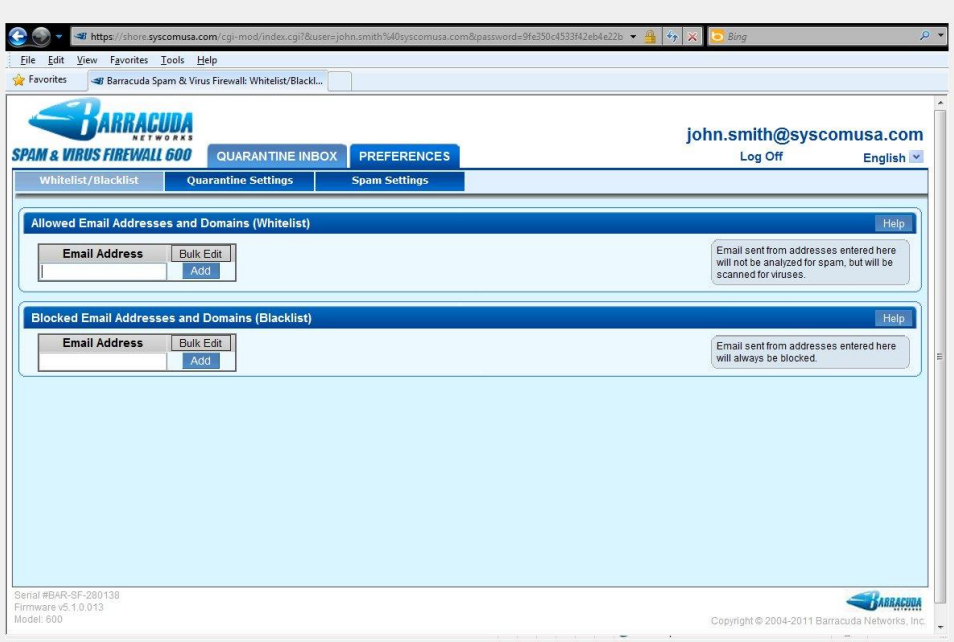
c. Changing User Preferences

1. Adding Email Addresses and Domains to Your Whitelist and Blacklist

The **"PREFERENCES" > "Whitelist/Blacklist"** page lets you specify email addresses and domains from which you do or do not want to receive emails.

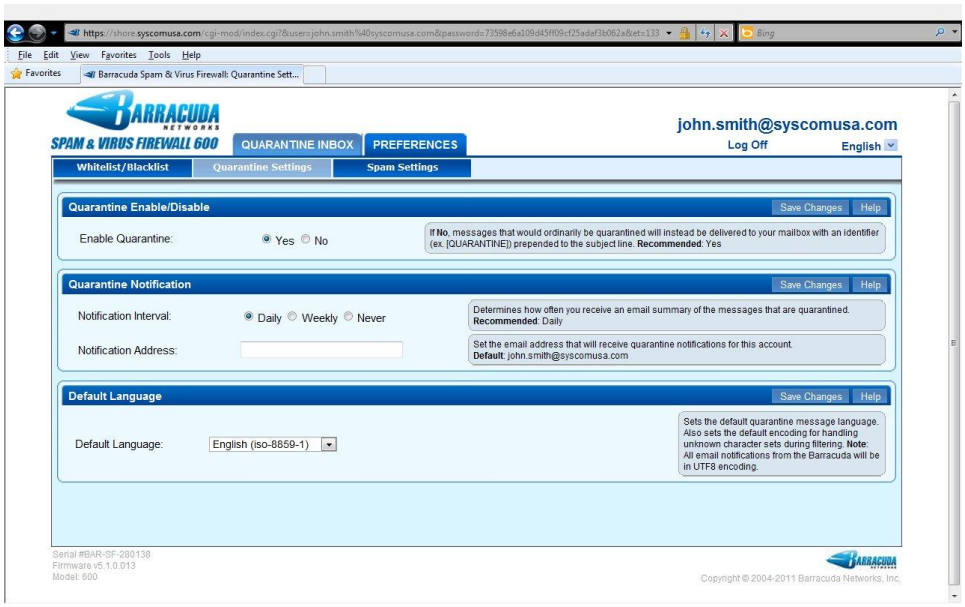
To whitelist or blacklist senders, follow these steps:

i. Go to the **"PREFERENCES > Whitelist/Blacklist"** page.
ii. A list of your existing whitelisted and blacklisted addresses appears on this page.
iii. To delete a whitelist or a blacklist entry, click the trash can icon next to the address.
iv. To add an entry, type an email address into the appropriate field and click the Add button.



2. Changing Your Quarantine Settings

The following describes the quarantine settings you can change from the "**PREFERENCES"** --> "**Quarantine Settings"** page, depending on how the administrator has configured your account:


BARRACUDA NETWORKS
SPAM & VIRUS FIREWALL 600
QUARANTINE INBOX
PREFERENCES
john.smith@syscomusa.com
Log Off
English
Whitelist/Blacklist
Quarantine Settings
Spam Settings
Quarantine Enable/Disable
Save Changes
Help
Enable Quarantine:
Yes
No
If No, messages that would ordinarily be quarantined will instead be delivered to your mailbox with an identifier (ex. [QUARANTINE]) prepended to the subject line. Recommended: Yes
Quarantine Notification
Notification Interval:
Daily
Weekly
Never
Determines how often you receive an email summary of the messages that are quarantined. Recommended: Daily
Notification Address:
Set the email address that will receive quarantine notifications for this account. Default: john.smith@syscomusa.com
Default Language
Default Language:
English (iso-8859-1)
Sets the default quarantine message language. Also sets the default encoding for handling unknown character sets during filtering. Note: All email notifications from the Barracuda will be in UTF8 encoding.
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Enable Quarantine:
Whether the Barracuda Spam & Virus Firewall quarantines your messages.
If you select "**Yes"**, the Barracuda Spam & Virus Firewall does not deliver quarantined messages to your general email inbox, but you can view these messages from the quarantine interface and quarantine summary reports.
If you select "**No"**, all messages that would have been quarantined for you are delivered to your general email inbox with the subject line prefixed with [QUAR]:. The Barracuda Spam & Virus Firewall administrator can modify this prefix.

Notification Interval:
The frequency the Barracuda Spam & Virus Firewall sends you quarantine summary reports. The default is daily. The Barracuda Spam & Virus Firewall only sends quarantine summary reports when one or more of your emails have been quarantined.
If you select "**Never**", you can still view your quarantined messages from the quarantine interface, but you will not receive quarantine summary reports.

Notification Address:
The email address the Barracuda Spam & Virus Firewall should use to deliver your quarantine summary report. Leave this field blank to use the email address associated with your user account.

Default Language:
The language in which you want to receive your quarantine notifications.

This setting also sets the default encoding for handling unknown character sets during filtering. All email notifications from the Barracuda Spam & Virus Firewall are in UTF8 encoding.

3. **Enabling and Disableing Spam Scanning of your Email**
   If you do not want the Barracuda Spam & Virus Firewall scanning your emails for spam content, you can disable spam filtering from the **"PREFERENCES" > "Spam Settings"** page. From this page you can also change the default spam scoring levels that determine when your emails are tagged, quarantined or blocked.

   Enable Spam Scoring:
   Select **"Yes"** for the Barracuda Spam & Virus Firewall to scan your emails for spam. Select **"No"** to have all your messages delivered to you without being scanned for spam.